

## Step-by-Step Guide to Complete the 2019 EPAP Application on USAJOBS.gov (Part I)

PART I addresses how EPAP applicants can prepare ahead of time their EPAP application by creating a USAJOBS account, preparing their federal resume and uploading their application documents to USAJOBS.

[PART II](#) addresses how EPAP applicants can apply to the EPAP vacancy announcement when it becomes live. The application will require that EPAP applicants transfer their resume and application documents from USAJOBS site to the Gateway to State site where, additionally, EPAP applicants will need to answer two sets of questions (“Eligibility” and “Vacancy”) and ultimately select the position(s) they want to apply for.

### EPAP Program Details

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For details on the program, including required documents to submit with your application, please carefully review the [Checklist](#) posted on [www.state.gov/flo/epap](http://www.state.gov/flo/epap).

Appointment Eligible Family Members (AEFM per 3 FAM 7120) applying for any of the advertised EPAP positions for the 2019 spring/summer vacancy announcement (**dates to be determined**), must submit an application, including required documents via [www.usajobs.gov](http://www.usajobs.gov) by the closing date and time of the vacancy announcement.

While there is no guarantee that an EPAP position will be offered at post, USAJOBS is the ideal repository of federal resume(s), which you may use for civil service positions when you return to Washington D.C.

This document provides tips and details on how to navigate the USAJOBS site and complete your application.

**Please note:** *Screenshots are subject to change. We have done our best to reflect the most up-to-date information as it relates to this year’s EPAP application process on USAJOBS.*

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## Steps in the Application Process

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### PART I: PREPARING FOR THE EPAP APPLICATION

#### 1. Create a USAJOBS account

- Sign-in to an existing or create a USAJOBS account/secure a login with login.gov
  - Use Login.gov
  - Additional Information

#### 2. Prepare your USAJOBS' profile and resume

- Save your job search under USAJOBS
- Create your USAJOBS' profile
  - Profile Questions will pre-populate the Eligibility Questions
  - Occupational series vs skill codes
- Create or update a USAJOBS.gov resume using the resume builder
  - Build one complete USAJOBS.gov resume
  - How to build your USAJOBS.gov resume with the resume builder

#### 3. Prepare your application documents under USAJOBS.gov

### PART II: HOW TO APPLY TO THE “LIVE” VACANCY ANNOUNCEMENT

1. Select your resume and documents
2. Transfer your application from USAJOBS to the State Application Site
3. Answer “Eligibility” and “Vacancy” Questions
4. Select one or several EPAP positions
5. Check your application status

## EPAP Related Webinars

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[Using USAJOBS](#) webinar covers creating an account, logging into USAJOBS, setting up your USAJOBS profile, and searching for positions on USAJOBS.

[Qualify on Paper](#) webinar explains how to create a Federal Resume that fits the EPAP qualification standards into your application.

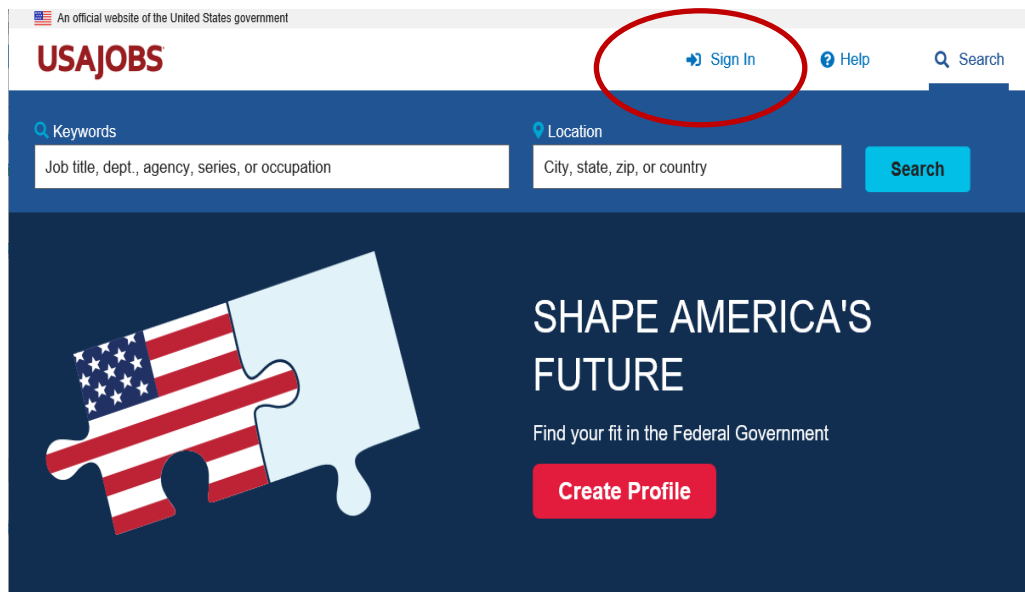
### 1. Create a USAJOBS account

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- Sign-in to an existing or create a USAJOBS.gov account/secure a login with login.gov

Go to [www.USAJOBS.gov](http://www.USAJOBS.gov). Sign-in to an existing or create a new USAJOBS.gov account/secure a login with login.gov

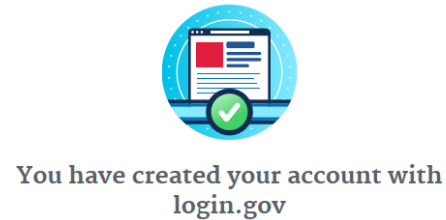
- You will be prompted to sign in using login.gov. [www.login.gov](http://www.login.gov)
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Please refer to our detailed “[Step-by-Step Login Instructions for USAJOBS](#)”, which explains how to create a login.gov account, how to link it to your USAJOBS account, and login again.

<p>If you are signing in for the first time, you will see the screen:</p>	<div data-bbox="987 1016 1286 1108"> </div> <p><b>USAJOBS is using login.gov to allow you to sign in to your account safely and securely.</b></p> <div data-bbox="915 1276 1380 1423"> <p><b>First time here from USAJOBS?</b>          Your old USAJOBS username and password won't work. Please create a login.gov account using the same email address you use for USAJOBS.  <a href="#">Learn more.</a></p> </div> <div data-bbox="984 1478 1302 1528"> <p><b>Create an account</b></p> </div> <div data-bbox="984 1545 1302 1596"> <p><b>Sign in</b></p> </div> <p><a href="#">Back to USAJOBS</a></p>
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If you are a returning user, follow the instructions on the screen:

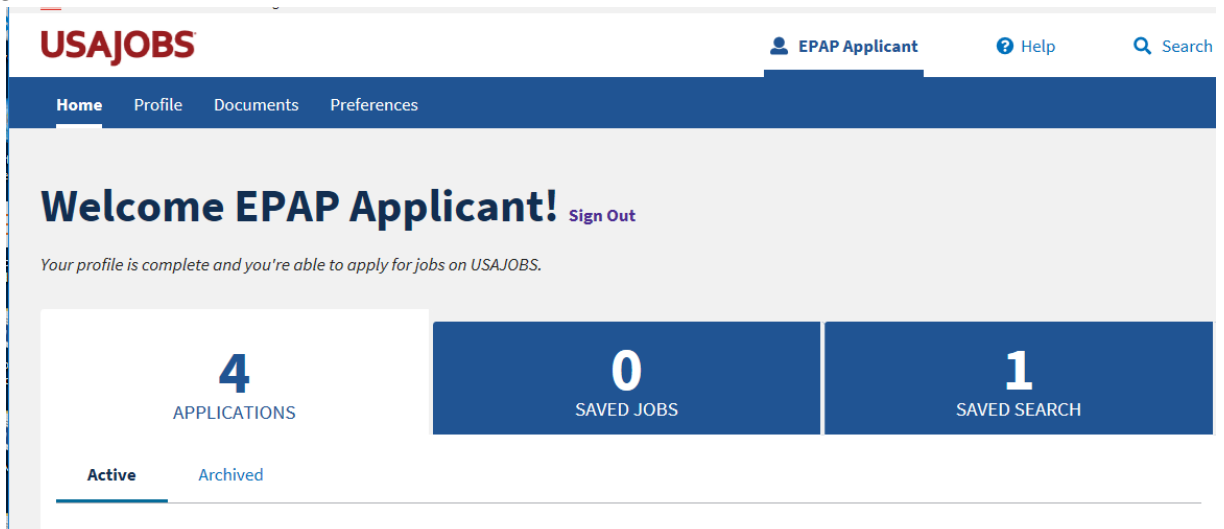


- **Additional Information**

- [Step-by-Step Login Instructions for USAJOBS](#)
- [How do I create an account with login.gov?](#)
- [I don't have a phone. Can I still use login.gov?](#)
- [What do I need to have in order to sign in?](#)
- [Do I need to set up a security key to use login.gov?](#)

## 2. Prepare your USAJOBS profile and resume

Once you have logged in into login.gov, you will be able to enter [www.USAJOBS.gov](http://www.USAJOBS.gov) and will see the following screen:



- **Save your job search under USAJOBS**

As recommended on our [How to Apply](#) webpage, you may have already saved a job search by using the keyword “EPAP.” See [How do I set up notifications for future job announcements?](#)

The screenshot shows the USAJOBS search results page. At the top, there's a navigation bar with the USAJOBS logo, a user profile icon labeled 'EPAP Applicant', a 'Help' link, and a 'Search' button. Below this is a search bar with 'Keywords' set to 'EPAP' and a 'Location' field for 'City, state, zip, or country'. A 'Search' button is to the right. A notification banner states: 'It's been over six months since you've updated your profile. Is it up-to-date? [Update your profile.](#)'. Below the banner, 'Suggested terms: [epas](#)' are listed. A filter tag 'Family of overseas employees' is active, with a 'Remove all filters' link. The results section says 'No jobs found'. A 'Save search' section is visible, with 'Name Required' set to 'EPAP 2019' and 'Notification frequency' set to 'Daily'. To the right, a 'Top filters' sidebar shows 'Hiring path' (with a 'Deselect all' link and 'Show options with 0 jobs' link) and 'Pay' (set to 'Salary' with a range from \$0 to \$500,000). A 'Reset' link is at the bottom of the sidebar.

As soon as the EPAP vacancy announcement goes live, you will receive a notification informing you the EPAP vacancy is open.

The screenshot shows the 'Welcome EPAP Applicant!' dashboard. At the top, there's a navigation bar with the USAJOBS logo, a user profile icon labeled 'EPAP Applicant', and a 'Help' link. Below this is a header with 'Home', 'Profile', 'Documents', and 'Preferences' tabs. The main heading is 'Welcome EPAP Applicant!' with a 'Sign Out' link. A sub-header states: 'Your profile is complete and you're able to apply for jobs on USAJOBS.'. Below this are three statistics: '4 APPLICATIONS', '0 SAVED JOBS', and '1 SAVED SEARCH'. A tab bar shows 'Active' (selected) and 'Archived'. Below the tabs, there's a section for 'EPAP' with 'Alert: Daily' and 'Created 12/19/2018'. At the bottom, an 'Editing notification settings' section shows 'Name Required' set to 'EPAP' and 'Notification frequency' set to 'Daily'. 'Cancel' and 'Save' buttons are at the bottom right.

- **Create your USAJOBS profile**

Create your profile by filling the **“Contact Information”** section as seen in the below screenshot. Fill as needed.

## How this works

Create your profile in three easy steps:

- 1 **Contact information**
- 2 **Citizenship**
- 3 **Work Experience**

This will take about 3-5 minutes and we'll save your progress once you complete the first step.

**Continue**

**USAJOBS**

 **EPAP Applicant**

 **Help**

 **Search**

**Home** **Profile** Documents Preferences

### Contact Information

*All fields are required unless otherwise noted*

#### Legal Name

Title (optional)

First name

EPAP Applicant

Middle name (optional)

Last name

Suffix (optional)



#### Email and password

USAJOBS is now using login.gov to manage your email address and password. To make changes go to login.gov and update your account. For more help, read:

[How do I change my email address?](#)

[How do I change my password?](#)

#### Why are we asking for contact information?

We'll include your contact information in your application package, if you apply to a job through USAJOBS.

We'll use your email address, if you sign up to receive emails for saved searches, saved jobs, or other alerts.

The screenshot shows the USAJOBS website interface for an EPAP Applicant. The top navigation bar includes the USAJOBS logo, a user profile icon labeled 'EPAP Applicant', a 'Help' link, and a search icon. Below this is a secondary navigation bar with links for 'Home', 'Profile' (which is highlighted), 'Documents', and 'Preferences'. The main content area is titled 'Citizenship' and includes a note that 'All fields are required.' Below this, there is a question 'Are you a U.S. Citizen?' with two radio button options: 'Yes' (which is selected) and 'No'. To the right of the main form is a 'Help' sidebar titled 'U.S. Citizenship' which provides general information about citizenship requirements for federal government employment, noting that exceptions exist for non-U.S. citizens.

Complete your profile by indicating your current or past employment status. Please note that this information is **optional** to set up your USAJobs.gov account. It is also mainly used in relation to civil service applications.

\* You may choose to skip this step. The information related to EPAP eligibility and positions will be found at a later stage in the application. **This is where you want to focus.**

- **Profile Questions will pre-populate the Eligibility Questions**

When the EPAP vacancy goes live and you are transferred from the USAJOBS.gov website to the “Gateway to State” site (State Application Site), you will be asked additional questions (“Eligibility” and “Vacancy” Questions). Your USAJOBS profile responses will pre-populate the Eligibility section.

Because EPAP positions are under Family Member Appointments (FMA) for overseas, your eligibility will be assessed if you meet the AEFM definition requirement with supporting documents (see [Checklist](#) on the EPAP webpage) **and** if your answers to the “vacancy” questions confirm your eligibility.

Your USAJOBS resume and your diploma/degrees with their transcript(s) (with accreditation, when applicable) will be the primary sources for HR specialists at the overseas post to determine your qualification.

**Reinstatement eligibility** does not apply to FMAs. You may have reinstatement eligibility, but it would only be considered for civil service position applications and **is not a factor in your EPAP application.**

- **Occupational series vs skill codes (Optional Section)**

**Occupational series only apply to civil service positions.** FMAs (like EPAP) are listed with skills codes that are different from occupational series.

**If you previously held a civil service position**, you may wish to include the corresponding occupational series in the dropdown menu. Check your SF-50 (box 17). For EPAP application purposes, this section is **optional** and regardless of your choice, this information will not be used to determine your eligibility.

**If you previously held an EPAP position**, your SF-50s and a successful Employee Performance Report (EPR or JF-57), in addition to your USAJOBS resume and your degree(s), are the only documents that will establish that you worked in a certain EPAP area.

The section “Demographics,” “Preferences,” and “Language fields” are optional. However, for EPAP application purpose, post will determine whether you will need to take a language test.

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- **Create or update a USAJOBS resume using the resume builder**

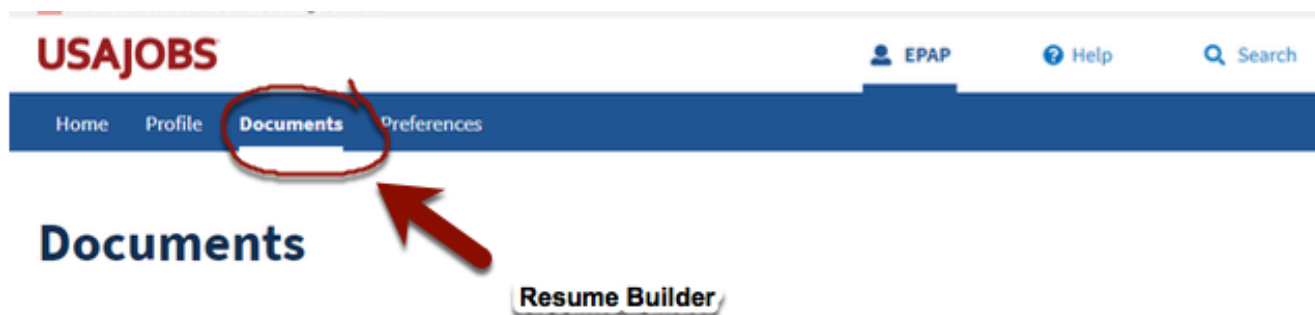
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- **Build one complete USAJOBS resume**

Under the section “Documents,” start building your EPAP resume using the resume builder option. This is the only accepted resume format for EPAP applications.

When your application is transferred from the USAJOBS website to the “Gateway to State” site (State Application Site), you will be requested to choose one USAJOBS resume. Although USAJOBS allows you to create and save up to five resumes, only one USAJOBS resume built by the resume builder is allowed in the State Application Site for your EPAP application.

Therefore, make sure you list all your education and specialized experience in your document and address each position’s minimum requirements. For additional guidance about how to create a Federal resume that fits specialized experience from the vacancy announcement into your resume builder, watch the webinar, [“Qualify on Paper.”](#)



**NOTE:** The profile building section of USAJOBS, allows you to fill in your work history. This will not automatically fill-in in the Resume Builder. You must refill all sections. The profile section of work experience is optional and simply allows Hiring Managers to search you much like LinkedIn for USAJOBS.



## ▪ How to build your USAJOBS resume

Click on upload or build a new resume. You must select **“Build Resume.”**

Resumes (0/5)

Other (0/10)

Upload or build resume

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

[Help](#)

**Do not include in resume**

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

**Additional Help**

[What should I include in my resume?](#)

Name your new resume and start building it following USAJOBS’ instructions.

Add New Resume

Build resume

Upload resume

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

**Additional Help**

[What should I include in my resume?](#)

## • Work Experience

Make sure you address each section. Save and repeat the “Work Experience” section as often as needed. You may also copy and paste your resume from Word, as long as it contains all of the required information of a USAJOBS resume. See below FAQs:

- [How to build a resume](#)

- [How to fix formatting errors](#)
- [How to supply work experience](#)
- [Qualify on Paper – Fitting Your Resume to Federal Vacancy Announcement](#)

## Resume Builder

### Work Experience

*All fields are required unless otherwise noted*

Employer Name

Formal Job Title

Employer Address 1

Start Date

--Select--



Start Year

--Select--



Employer Address 2

*Optional*

End Date

--Select--



End Year

--Select--



Country

United States



Salary

*Optional*

Currency

USD

Salary Rate

Bi-weekly



Postal Code

Average Hours per week

City/Town

May we contact your supervisor?

☐

Yes

☒

No

☐

Contact me first

State/Territory/Province

--Select--



Is this a Federal Civilian position? 

☐

Yes

☒

No

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

After entering your professional experience, click “Next”

## Resume Builder

Resume Name Required

EPAP Applicant Ideal Resume

Edit



READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#).

Add Education to enter information related to your educational programs.

Add Education

☐ I do not wish to provide education

Previous

Next

### • Education Experience

**NOTE:** Under “Add Education,” indicate in the “Relevant Coursework” section how the degree you earned has given you the specialized experience and knowledge as stated in the [Qualification Standards](#) for the position(s) to which you are applying.

Remember that your degree transcript will be carefully reviewed to determine if it relates or not to the EPAP area you will be applying for. At least 60 percent of the course work should be related to the EPAP area.

**Foreign education transcripts will not be accepted without an accompanying credential evaluation.** In order to be credited, foreign education (i.e., education acquired outside of the U.S.) must be evaluated by a credential evaluation service recognized by the U.S. Department of Education, and the name, logo or seal of the credential evaluation service must be listed on the evaluation report. Applicants may request a credential evaluation report from one of the following credential evaluation services: (a) National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org) or (b) Association of International Credentials Evaluators (AICE) [www.aice-eval.org](http://www.aice-eval.org)

Credential evaluation reports are not free, and applicants are responsible for paying for the report. Applicants should submit copies of their foreign credential evaluation reports with their application documents, as well as copies of their foreign degrees and the related transcripts.

There will be separate areas of required documents. Each area must have all documents scanned together as one pdf for upload. In this section, for example, all transcripts and supporting educational documents must be scanned together as one pdf document.

## Resume Builder

### Education <sup>?</sup>

*All fields are required unless otherwise noted*

School or Program Name

Major

*Optional*

Country

United States ▼

Minor

*Optional*

Postal Code

GPA

*Optional* of GPA Max.

*Optional*

City/Town

Total Credits Earned

*Optional*

State/Territory/Province

--Select-- ▼

System for Awarded Credits

*Optional*

☐ Semester  
Hours

☐ Quarter Hours

☐ Continuing  
Education Units

Degree/Level Attained

--Select-- ▼

Honors

*Optional*

--Select-- ▼

Completion date

*Optional*

--Select-- ▼

--Select-- ▼

Relevant Coursework, Licensures, and Certifications  
(2000 characters remaining)

*Optional*

- **Job Related Training**

<p>If you took any <b>RELATED specialized training</b> to the EPAP positions you are applying, including FSI courses, please list the course under this section.</p> <p>Do not include unrelated training.</p>	<div><h2>Resume Builder</h2><div><h3>Job Related Training</h3><p>List the titles and completion dates of training courses that are relevant to the position you are seeking.</p><div></div><div><button>Cancel</button><button>Save Job Training</button></div></div></div>
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### 3. Upload documents to USAJOBS

In the following section, you will prepare the documents that you will upload into your USAJOBS account so that they are ready to be transferred to the “Gateway to State” site (State Application Site) when the vacancy goes live.

There will be separate areas of required document types.

Each area must have those relating documents scanned together as one single pdf for upload

[SEE SECTION HOW TO UPLOAD DOCUMENTS:](#)

**VERY IMPORTANT:** You may save and upload your documents to USAJOBS.gov. **Give each a document name like: “John Doe Transcripts,” “John Doe SF-50s,” and “John Doe Assignment Notification.”**

If your document type needs to include more than one document, you must scan/merge them together into one single document and **upload them as one single document per document type.**

EXAMPLE: for initial and final SF-50s documenting your prior employment in an EPAP position or positions, you will combine those SF-50s into one scanned SF-50 document. Similarly, if you have more than one transcript, those documents should be combined into one transcript document, adding the foreign degree accreditation, if relevant.

Files must be one of the following formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX) and should not exceed 3 MB. If you do not save these documents to your USAJOBS account, you will still be able to upload them from your computer to the Gateway to State site when you complete your application.

## Add Document

*All fields are required*

Document Name

Please enter a unique name For your document (100 character maximum).

**Document type**

☐ Cover Letter
 ☐ SF-15  
☐ DD-214
 ☐ SF-50  
☐ ECQ
 ☐ Transcript  
☐ OF-306
 ☐ Veteran Other  
☐ Other

Although USAJOBS allows you to add up to ten documents, remember that under the State Application Site, **you will only be able to select and attach up to six document types when you submit your application.** See list below and our [Checklist](#) found on the EPAP webpage: [How to Apply](#)

- **ASSIGNMENT NOTIFICATION:** Assignment notification or travel orders or approved OF-126 (signed by an Authorizing Official) (**required**). Those documents may be combined and should show your name as a dependent, your sponsoring employee's assignment post and estimated time of arrival (ETA).
- **TRANSCRIPTS:** High School Diploma/GED Certificate or college University degree and transcripts (**required for each applied grade**) and foreign degree assessment (**if relevant**)
- **U.S. MEDICAL LICENSE:** Medical certification/licensure/degree/diploma (**if relevant**)
- **DD-214:** Most recent Member Copy Four (4) of Certificate of Release or Discharge from Active Duty (as the case may apply); letter from U.S. Department of Veteran's Affairs or other supporting documentation (**if relevant**)
- **SF-50:** An initial and a final SF-50 that shows a minimum of 12-month service in a prior EPAP position (**if relevant**); or/and initial and a final SF-50 that shows a minimum of 90-day service in any position for Highest Prior Rate (HPR, **if relevant**); or a SF-50 for prior IM specialist position that shows prior employment with IT military codes (**if relevant**)
- **JS-57:** fully satisfactory or above employee performance report covering at least 12 months in an EPAP position (**if relevant**)